

Minutes of the Corporate Management Team (CMT) Meeting 29th May 2018

Present:

Garnet Harrison (GH), Acting Auditor General
Angela Cullen (AC), Director of Performance Audit
Winston Sobers (WS) Acting Director of Financial Audit
Kim Lutz (KL), Finance & Administration Manager

Apologies:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Director of Financial Audit

GH chaired the meeting.

2. Approval of Minutes

The minutes of 24th April 2018 meeting were agreed for GH to then sign and upload onto the OAG website (**Action: GH**)

2. Action items / Matters Arising

The action items still outstanding from the meeting of 24th April 2018 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new ones going forward. Note work has started and will be dealt with through the EPS audit in May / June. (**Action: PS**)

3. Leading by Example

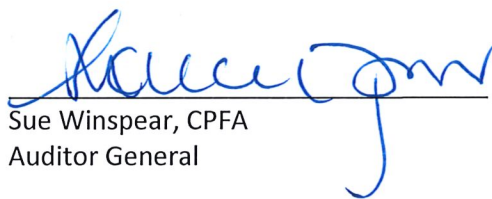
A well governed and transparent organisation:

- a) The OAG monthly detailed expenses to the end of April 2018 were presented by GH. There were no significant changes from last month with expenditures as expected. Although CMT agreed in the April meeting for the need to look, in depth at the revenue positions and projections at the next CMT, this was not discussed fully as a decision was made to hold off on billings until the second quarter end. This is possible due to the cash in bank is sufficient and efficient in the sense that clients may receive a total of two billings instead of three with many able to be final billed.
- b) CMT agreed to a secondment with the Internal Audit Service regarding an OAG Audit Project Leader (**Action: GH**). Contract renewals for the next few months (APLs, AM & DAG) were discussed and actions agreed regarding advertisements / contract extensions.

- c) CMT agreed on which photocopier to purchase and decided to go with a model similar to what we currently have as the good binding option was not feasible in our opinion. **(Action: KL)**.
- d) CMT considered the updated **mobile phones policy**. CMT agreed that the post of Finance & Administrative Manager does not require a smart phone provided by the OAG and this is to be removed from the policy. There was further discussion on changes to the draft policy which will be updated and circulated via round robin for approval. **(Action: GH)**

4. Any Other Business

- a) Parking allocation of the seconded individual will change to the next longest serving staff member in the OAG.
- b) To assist with Performance Audit, a secondment from the UK is in process with the intention to begin works in Cayman in August 2018 subject to Immigration Department approval.
- c) RFP for editorial services to be launched later in 2018.


Sue Winspear, CPFA
Auditor General

27.09.18
Date
(although agreed
on 26.06.18)